

Welcome to Hamilton Gardens. As a teacher or parent helper, you are playing an important role in sharing the gardens experience with our tamariki and rangatahi.

Under the New Zealand Health and Safety at Work Act 2015 (HSWA) we all have a role to play, including you by doing all that is possible to prevent harm to yourself and others around you including our staff and visitors.

Please read the following information before you conduct work, including escorting school groups, on our site and share this with the adults that will be accompanying your group. You are required to read our induction every 12 months to ensure you remain familiar with our health and safety requirements.

HEALTH AND SAFETY POLICY

Hamilton Gardens' Health & Safety Policy has some key points that are relevant to you as a tour operator. If you wish to view the entire policy, you can access it here: [HCC Health & Safety](#).

- Hamilton Gardens is committed to maintaining a safe and healthy workplace and workforce. We are committed to creating a safe working environment that is free from harm. This commitment supports our Vision of "A high performing organization; respected by all."
- Alongside this, Hamilton Gardens has a legal obligation to ensure the health and safety of all workers, contracted workers, customers, and others at all its workplaces. All workers have a legal obligation to ensure their own personal safety and that no action or inaction on their part will cause harm to themselves or others while at work.
- All reasonably practicable steps shall be taken to eliminate or minimize the risks to the health, safety and welfare of all workers in the workplace and others at Hamilton Gardens.

Hamilton Gardens expects you to:

- Comply with our health and safety requirements.
- Take appropriate action following incidents.
- Be familiar with our emergency response procedures.
- Be considerate of other visitors in the Enclosed Gardens so as not to disrupt their experience.
- Look after your group, including:
 - Always sticking to the paths

- Reminding participants to watch their step, and look out for uneven surfaces particularly in the Japanese and Chinese Gardens (these gardens are inaccessible for prams and wheelchair/mobility scooter users)
- Be aware of slippery surfaces when wet, particularly the Charbagh and Surrealist Garden tunnels
- Take care around water features, look but don't go in
- When it's hot, encourage everyone to wear a hat, drink lots of water and wear sunblock.
- On very hot or wet days, walk slower and seek out shade/shelter
- Make sure everyone is aware that it is prohibited to pick or remove any plants, flowers or produce.

TOILETS AND WATER STATIONS

Public toilets are located at

- The Red Arch (between Carpark 1 and the Gallagher Visitor Centre)
- Carpark 2 by the playground
- Inside the Enclosed Gardens at Sergel Court by the Ancient Egyptian Garden.

A fully equipped Changing Places facility with controlled entry is located beside the playground. If you require access, please see staff at our Visitor Centre on arrival or contact us prior to your visit so that we can assist.

Water Stations can be found on either side of the grassed area in front of the Pavilion, by the playground, outside the toilets at Sergel Court, and in Braithwaite Court (connecting the Kitchen and Concept Gardens).

Toilets and water station locations are also marked on the [Hamilton Gardens map](#).

SMOKING AND VAPING

Smoking and vaping are only allowed within the Gate 1 carpark.

Smoking and vaping in any other area around Hamilton Gardens is strictly prohibited.

DRUGS AND ALCOHOL

If you are under the influence of drugs or alcohol, you may be putting yourself or others at risk of injury.

Drugs and alcohol are strictly prohibited at Hamilton Gardens while carrying out work as a Trip Leader.

INCIDENT MANAGEMENT AND FIRST AID

Incidents happen even though we try to prevent them as much as possible. When they do, we ask you inform Hamilton Gardens as soon as possible, when safe to do so.

First aid is available at the Hamilton Gardens Gallagher Visitor Centre including a Defibrillator. We do not carry epi-pens.

If you require immediate assistance phone Visitor Centre staff on 07 838 6782.

In an emergency call 111.

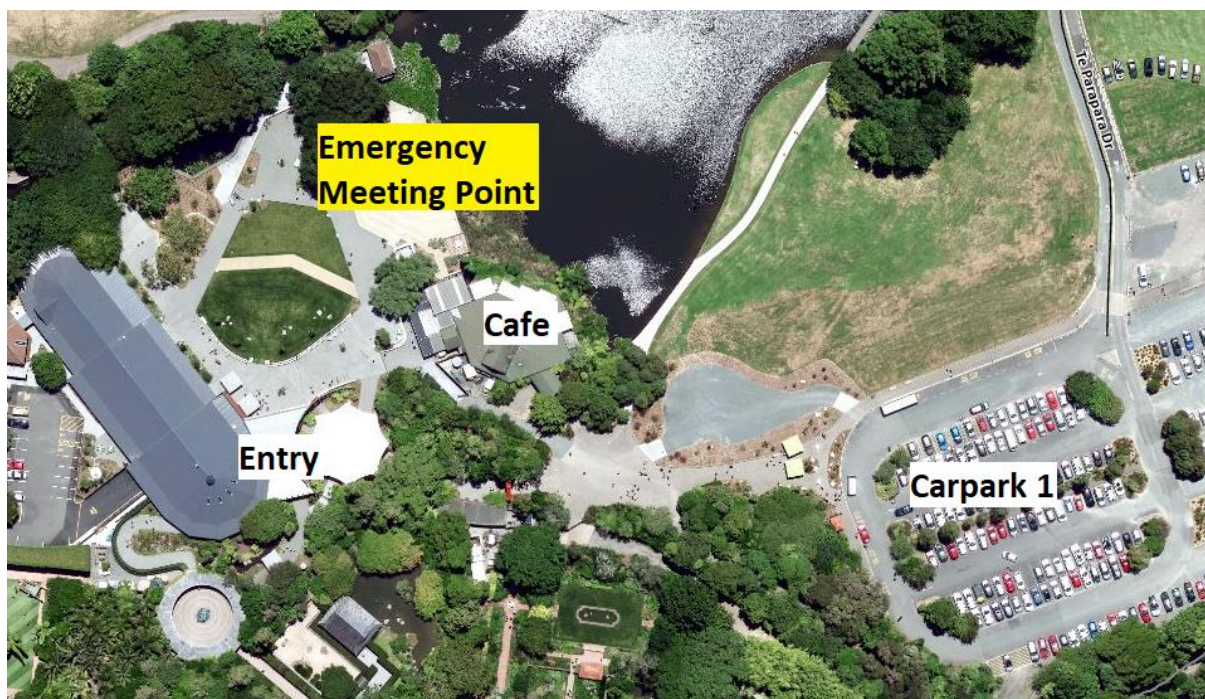
EMERGENCY MEETING POINT

In an emergency, the primary meeting point is the stage next to the Hamilton Gardens Café.

In the case of a fire, lead your group out of the Gardens and assemble at the emergency meeting point.

In the case of an earthquake, stay in the gardens, away from structures. Drop, cover and hold. When it is safe to move, assemble your group at the emergency meeting point.

In an emergency, you must follow all instructions by Hamilton Gardens staff.



ON SITE SUPPORT

If you need to contact someone onsite while visiting, please contact the Hamilton Gardens Gallagher Visitor Centre: 07 838 6782.